

# INDIANA SUPREME COURT DIVISION OF STATE COURT ADMINISTRATION



## **Annual Operations Report Application Guide**

Indiana Court Information Technology Extranet  
• INcite •

**Indiana Courts Online Reporting**  
• ICOR •


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# INTRODUCTION TO INCITE

## **Application Login:**

1. Open Internet Explorer
2. Type <https://incite.in.gov> in the Web Address in the Address bar located at the top of the screen.
3. Click the  button.  
-OR-  
Press Enter on your keyboard



4. Add to your Internet Explorer Favorites: Click the **Favorites** menu, and then select **Add to Favorites**.
5. Click **Login** link in left-hand pane to show the *Application Login* screen. (See *Figure 1*.)
6. Enter Username and Password, these are case sensitive, then click **Submit**.
7. Your login information will appear at the top of the left-hand pane (i.e., Logged in as, County Name, and Default Court).

**Application Login**

Username

Password

[Forgot Password?](#)

*Figure 1*

## **Reset Forgotten Password**

8. Click the **Forgot Password?** Link to show the *Reset Password* screen. (See *Figure 2*.)

9. Enter your Username and click the **Submit** button

Please enter your username. An e-mail containing a new password will be e-mailed to you.

*Figure 2*

Provided your email is stored in your User Preferences, a new password will be automatically emailed to you. After you login to INcite with your new password, you may change the password under INcite Admin. If your email address is not stored, you will be prompted to contact JTAC support for assistance. You may add or change your email address under **INcite Admin**, then **Change Preferences**.

## Change Password

*Why?* Promotes security of the INcite system and data.

1. Expand the **INcite Admin** group in the left-hand navigation pane then select **Change Password**.
2. Enter your current password in the **Old Password** field.
3. Enter the desired new password in the **New Password** field.
4. **Re-enter** the new password to confirm. Passwords are case sensitive.
5. Click the **Submit** button.

Change Password	
Username	<input type="text" value="user"/>
Old Password	<input type="password"/>
New Password	<input type="password"/>
Confirm New Password	<input type="password"/>
<input type="button" value="Submit"/> <input type="button" value="Cancel"/>	

*Figure 3*

## Password Tip

Using a combination of letters and numbers creates a password that is extremely difficult to “crack” or guess. Including both uppercase and lowercase characters makes it even more powerful. A trick you can use

is to substitute numbers for some of the letters in a word you can remember. Here are some examples:

Zero (0)	O
One (1)	I or lowercase letter L (l)
Three (3)	E
Five (5)	S
Eight (8)	B
Nine (9)	G

Whatever password you create, please do not write it down and keep it near your PC! That strategy defeats the purpose of using passwords.

**IMPORTANT:** Please notify the Helpdesk immediately when an individual leaves employment with the Court, changes contact information such as email address or when his or her position no longer requires INCite access.

## Suggested Computer Settings

### Text Size

*Why?* Allows the INCite application to display as designed.

1. In Windows Explorer, click **View** → **Text Size**. (See *Figure 4*.)
2. Select **Smaller** or **Medium** from list.



*Figure 4*

## Cache Setting

*Why?* Assures the display of up-to-date information.

**Note:** Instructions for this setting vary depending on the version of Internet Explorer. To check your version, click **Help** → **About Internet Explorer**.

*For Internet Explorer Version 6 or better:*

1. Click **Tools** → **Internet Options**. The Internet Options dialog box should open to the General tab.
2. In the Browsing History section, click the **Settings** button.
3. In the Settings box, select "*Automatically*".
4. Click **OK**.

*For Internet Explorer Version 5:*

1. Click **Tools** → **Internet Options**.
2. Click the **Settings** button.
3. Change the *Check for newer versions of stored pages* setting to "*Automatically*".
4. Click **OK** twice.

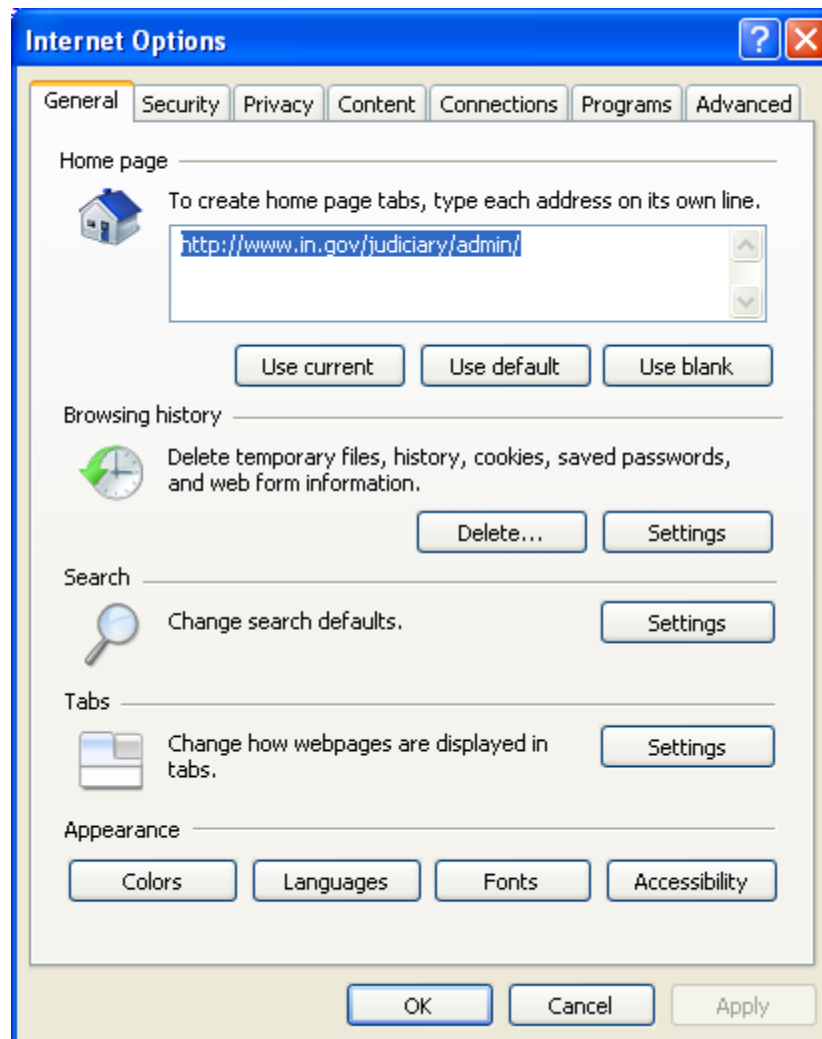
*For Internet Explorer Version 4.x:*

1. Click **View** → **Internet Options**.
2. In the browsing history section, click the **Settings** button.
3. In the Settings box, select "*Automatically*".
4. Click **OK** twice.

## Security Setting

*Why?* Disables security dialog box that appears when creating or editing on INcite.

1. In Internet Explorer, select **Tools**.
2. Select **Internet Options** for the *Internet Options* dialog box. (See *Figure 5*.)



*Figure 5*

3. Select the **Security** tab. (See *Figure 6*.)

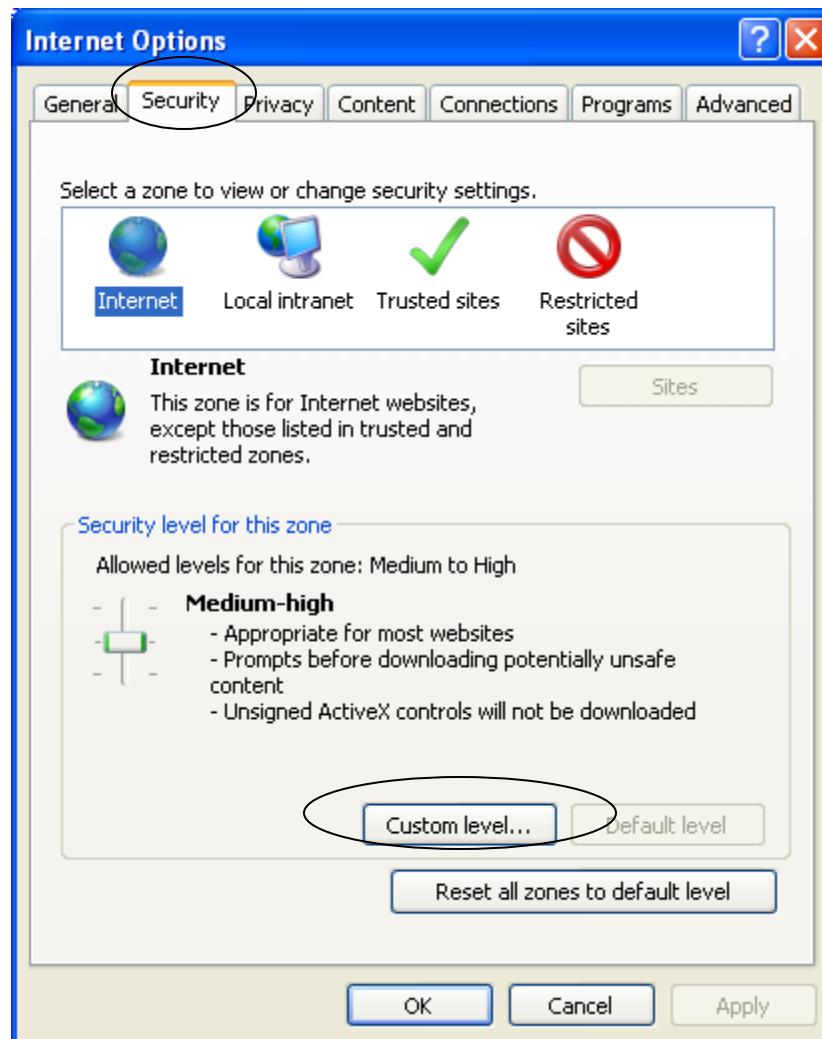


Figure 6

4. Click the **Custom Level** button to show the *Security Settings* dialog box. (See Figure 7.)



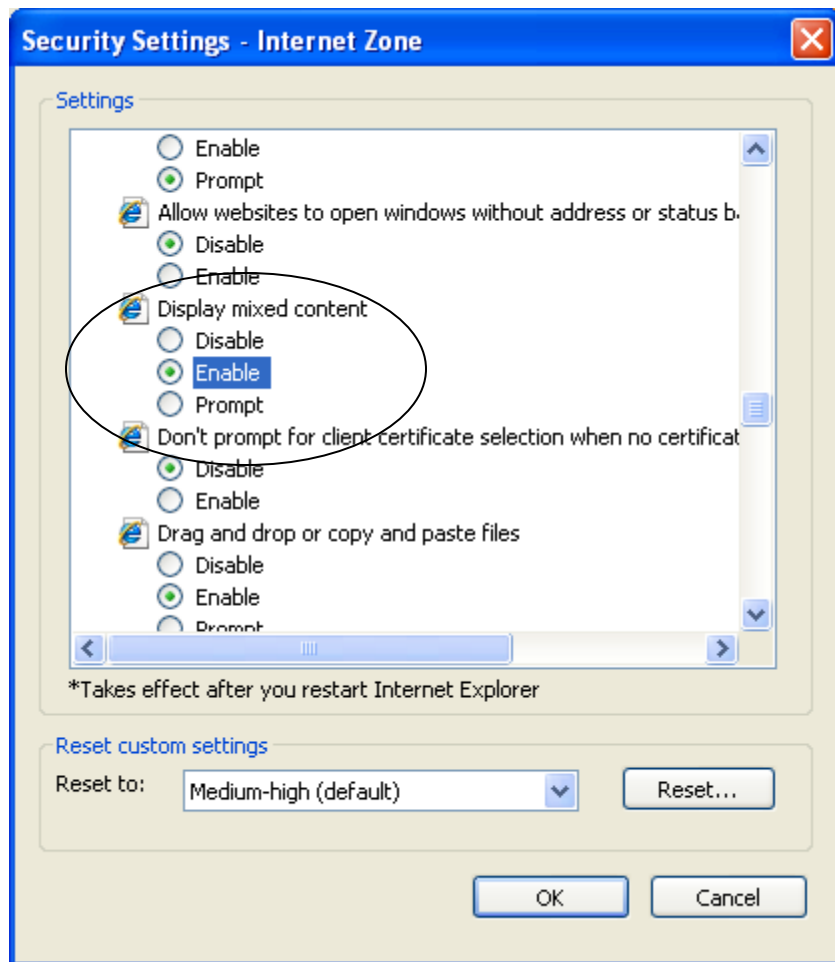


Figure 7

5. Scroll Down until you see *Display mixed content*.
6. Select the **Enable** radio button.
7. Click **OK**.

It is also recommended that you add the INcite website to your trusted Internet sites. To do this:

1. Select **Trusted Sites** from the Internet Options panel. (See *Figure 8*.)

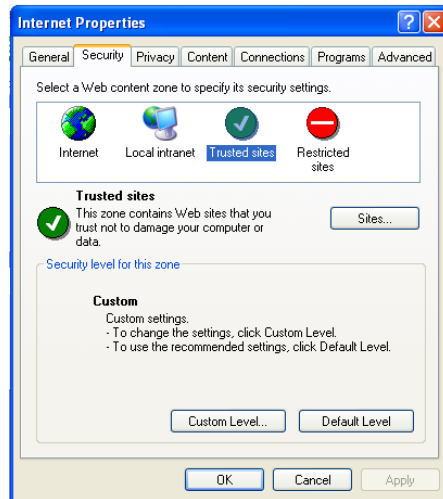


Figure 8

2. Now select Sites.
3. Enter <https://extranet.in.gov> and select the Add button. (See Figure 9.)

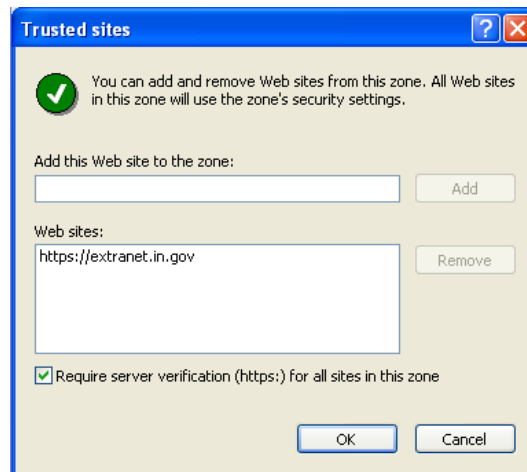


Figure 9

4. Select OK.

It is also recommended that you add this site to your Privacy settings.

1. Select the **Privacy** tab from the **Internet Options** panel. (See Figure 10.)

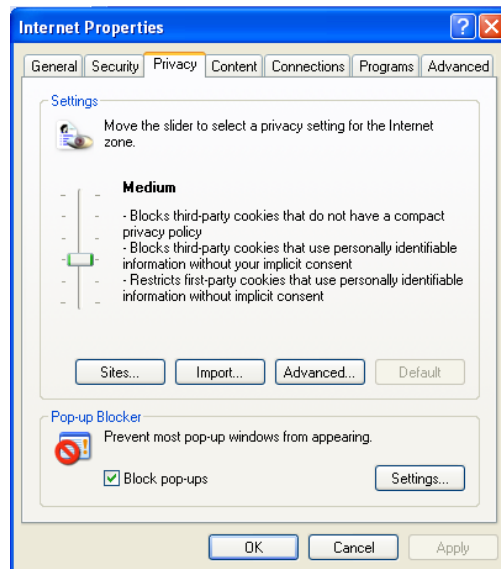


Figure 10

## 2. Select **Sites**

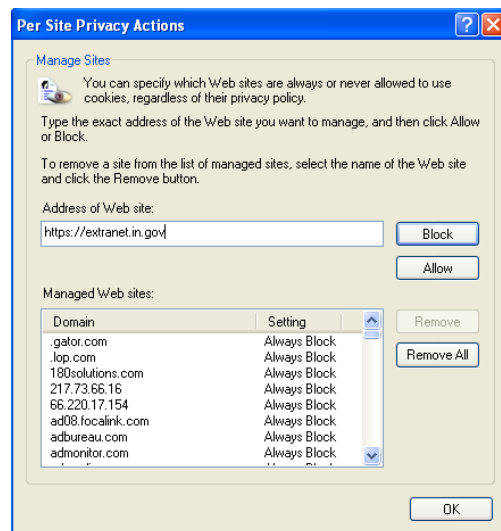


Figure 10a

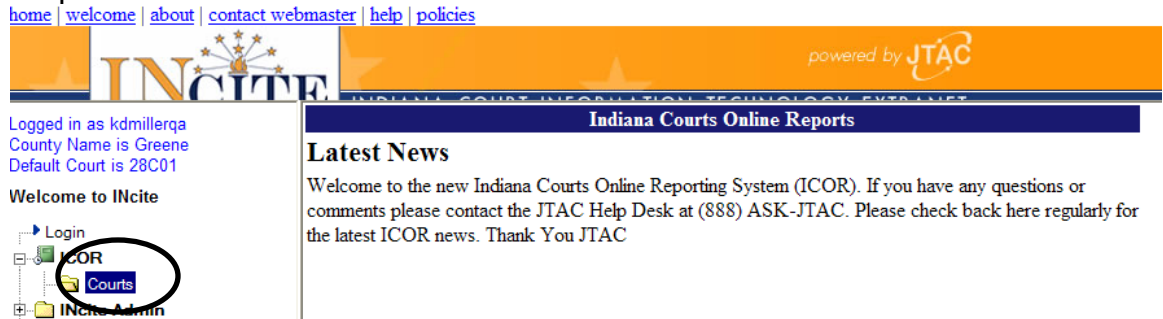
3. Select **Allow**.
4. Click **OK** twice.
5. Now you can exit from Control Panel.

You may need to close Internet Explorer and reopen it for the setting change to take effect.

## Accessing ICOR

When you login to the INCite application and click for the first time on the ICOR – Courts link, you will be prompted to read and approve the ICOR User Agreement.

1. After logging into INCite, select the ICOR – Courts link in the left panel.



2. You will be prompted with the ICOR User Agreement. Please review before accepting the agreement.

**USER AGREEMENT**

Indiana Court Information Technology Extranet (INCite) is a secure website for the use of the Indiana Courts. The Judicial Technology and Automation Commission (JTAC) and the Indiana Supreme Court Division of State Court Administration (STAD) monitor access to the Indiana Court Online Reporting (ICOR) within INCite. The parties to this user agreement are the Indiana Supreme Court, through STAD, and the Courts. Every person granted access to all or a portion of ICOR shall execute this User Agreement.

Administrative Rule 1 and Indiana Code §§ 33-24-6-3, 11-13-1-9, and 11-13-1-4 require STAD to create the forms necessary for statistical reporting. In addition, the Rule and Code require all Indiana Courts and Probation Departments to file the statistical reports with STAD on the deadlines set. ICOR is now the exclusive method for filing the statistical reports, including quarterly and annual reports. JTAC and STAD maintain proprietary control over all contents and entries on ICOR.

To maintain the security of INCite, all users must be approved by STAD or JTAC, at which time the user will receive a user identification and password. STAD and JTAC

**Agreement:**

☐ As defined above, I am a Responsible Party. I agree to maintain the security and integrity of the system by protecting my user identification and password. I further agree to acknowledge my accountability for all entries and submissions of the reports required by the Indiana Supreme Court.

☐ As defined above, I am designated staff. I agree to maintain the security and integrity of the system by protecting my user identification and password. While I am not accountable to the Indiana Supreme Court for my entries and submissions, I agree to my accountability to the relevant Responsible Party and to assist in the resolution of any difficulties or errors that may arise from my work.

☐ I have been granted access by STAD and JTAC due to special request. I agree to maintain the security and integrity of the system by protecting my user identification and password.

By reading and approving this User Agreement, I have accepted all rights and responsibilities relevant to my ICOR access.

**ACCEPT**

3. Please check mark appropriate agreement box within the Agreement section located at the bottom of the user agreement.  
Note: By reading and approving this User Agreement, you will have accepted all rights and responsibilities relevant to your ICOR access.
4. Affirm that you have read the terms of the User Agreement by clicking on the "Accept" button below the user agreement.
5. Once the user agreement has been correctly filled out and the Accept button clicked, you will be presented with the ICOR Home Page, seen below. You will only be asked to execute the User Agreement once. In the event the User Agreement is amended in the future, you will be notified by the Division of State Court Administration and given a copy of the new Agreement.

## ICOR MASTER COUNTY PAGE

Court Forms for Greene County						
Select Year	2007	Select Court	28C01 - Greene Circuit Court			
	Q1	Q2	Q3	Q4	Annual	
Due By	Apr 10th	Jul 10th	Oct 10th	Jan 10th	Jan 20th	
Quarterly Case Status Report (QCSR)	<a href="#">Edit/View</a>	<a href="#">Edit/View</a>	<a href="#">Edit/View</a>	<a href="#">Edit/View</a>	<a href="#">--N/A--</a>	
Annual Budget & Expenditures	<a href="#">--N/A--</a>				<a href="#">Edit/View</a>	
Annual Court Revenue	<a href="#">--N/A--</a>				<a href="#">Edit/View</a>	
Annual Court Reporter <i>*Due By: March 31</i>	<a href="#">--N/A--</a>				<a href="#">Edit/View</a>	

Probation Forms for Greene County						
Select Year	2007	Select Probation Office	28-P-01 - Greene County Probation Department			
	Q1	Q2	Q3	Q4	Annual	
Due By	Apr 10th	Jul 10th	Oct 10th	Jan 10th	Jan 20th	
Adult Felony Probation	<a href="#">Edit/View</a>	<a href="#">Edit/View</a>	<a href="#">Edit/View</a>	<a href="#">Edit/View</a>	<a href="#">--N/A--</a>	
Adult Misdemeanor Probation	<a href="#">Edit/View</a>	<a href="#">Edit/View</a>	<a href="#">Edit/View</a>	<a href="#">Edit/View</a>	<a href="#">--N/A--</a>	
Juvenile Law Services Demographics	<a href="#">Edit/View</a>	<a href="#">Edit/View</a>	<a href="#">Edit/View</a>	<a href="#">Edit/View</a>	<a href="#">--N/A--</a>	
Juvenile Probation	<a href="#">Edit/View</a>	<a href="#">Edit/View</a>	<a href="#">Edit/View</a>	<a href="#">Edit/View</a>	<a href="#">--N/A--</a>	
Juvenile Law Services Financial (Semi-Annual)	<a href="#">--N/A--</a>	<a href="#">Edit/View</a>	<a href="#">--N/A--</a>	<a href="#">Edit/View</a>	<a href="#">--N/A--</a>	
Annual Operations	<a href="#">--N/A--</a>				<a href="#">Edit/View</a>	
Annual Budget & Expenditures	<a href="#">--N/A--</a>				<a href="#">Edit/View</a>	

Other Reporting Office Forms for Greene County						
Select Year	2007	Select Office	28M01 - Greene County Public Defender's Office			Due By Jan 20th
	Q1	Q2	Q3	Q4	Annual	
Due By	Apr 10th	Jul 10th	Oct 10th	Jan 10th	Jan 20th	
Annual Budget & Expenditures	<a href="#">--N/A--</a>				<a href="#">Edit/View</a>	

The Master County Page shows the reports relevant to each reporting division: Courts, Probation and Other Reporting Offices including Juvenile Detention facilities and Public Defenders' offices. When you sign on, locate the Probation Forms section, and then make sure the correct probation department is selected, as shown in the image below.

Select Year	2007	Select Probation Office	41-P-01 - Johnson County Probation - Adult
		41-P-01 - Johnson County Probation - Adult 41-P-02 - Johnson County Probation - Juvenile 41-P-03 - Greenwood City Court Probation	
		Due By	

If you are entering data that relates to several probation departments, you will indicate those additional entities on the first entry page within the report. On the Master County page, choose the primary department for which you are responsible (known as your default department).

After you have chosen the correct department, choose the relevant report hyperlink within the reporting division of the Master County screen. By choosing the relevant report hyperlink, you will be taken to the Master Entry Screen Menu for that Report.

Probation Forms for Monroe County						
Select Year	2007	Select Probation Office	53-P-01 - Monroe County Probation Department			
	Q1	Q2	Q3	Q4	Annual	
Due By	Apr 10th	Jul 10th	Oct 10th	Jan 10th	Jan 20th	
Adult Felony Probation	<a href="#">Edit/View</a>	<a href="#">Edit/View</a>	<a href="#">Edit/View</a>	<a href="#">Edit/View</a>	<a href="#">--N/A--</a>	
Adult Misdemeanor Probation	<a href="#">Edit/View</a>	<a href="#">Edit/View</a>	<a href="#">Edit/View</a>	<a href="#">Edit/View</a>	<a href="#">--N/A--</a>	
Juvenile Law Services Demographics	<a href="#">Edit/View</a>	<a href="#">Edit/View</a>	<a href="#">Edit/View</a>	<a href="#">Edit/View</a>	<a href="#">--N/A--</a>	
Juvenile Probation	<a href="#">Edit/View</a>	<a href="#">Edit/View</a>	<a href="#">Edit/View</a>	<a href="#">Edit/View</a>	<a href="#">--N/A--</a>	
Juvenile Law Services Financial (Semi-Annual)	<a href="#">--N/A--</a>	<a href="#">Edit/View</a>	<a href="#">--N/A--</a>	<a href="#">Edit/View</a>	<a href="#">--N/A--</a>	
Annual Operations	<a href="#">--N/A--</a>				<a href="#">Edit/View</a>	
Annual Budget & Expenditures	<a href="#">--N/A--</a>				<a href="#">Edit/View</a>	

# Annual Operations Report DATA ENTRY INSTRUCTIONS

When you click on the "Edit/View" button associated with the Annual Operations Report, you will be taken to the computerized version of the report. Because the entire report is only two pages, rather than seeing an image of the paper worksheet, the system will take you directly to the entry screen for the report. Below is the entire entry screen.

53-P-01 - Monroe County Probation Department    Annual Operations    2007    [Home](#)    Status: Unsaved

Annual Operations Report

Reporting Year: January 1, 2007 through December 31, 2007  
Due By: January 20, 2008

County:	(53) Monroe
Date Prepared:	11/28/2007
Prepared By:	kdmiller@courts.state.in.us
Telephone No:	317-234-1873
Email:	kdmiller@courts.state.in.us

Presiding Judge:

Courts (Select all courts that apply):

<p>Available Courts</p> <div style="border: 1px solid black; padding: 2px;"> 53C01 - Monroe Circuit Court Div. 1  53C02 - Monroe Circuit Court Div. 2  53C03 - Monroe Circuit Court Div. 3  53C04 - Monroe Circuit Court Div. 4 </div>	Add >>  << Remove	<div style="border: 1px solid black; height: 100px; width: 100%;"></div> <p style="font-size: x-small; text-align: center;">Clear Selections</p>	<p><b>In order to select a court,</b></p> <ol style="list-style-type: none"> <li>Click on a Court from the "Available Courts" box</li> <li>Click the Add link. The court should now appear under the "Selected Courts" box</li> </ol> <p><b>In order to remove a selected court,</b></p> <ol style="list-style-type: none"> <li>Click on a Court from the "Selected Courts" box</li> <li>Click the Remove link. The court should now disappear from the "Selected Courts" box</li> </ol>
--	-------------------------	--	--

Chief Probation Officer:

1. Is your probation department the only probation department in your county? ☐ Yes ☒ No

2. If the answer to question (1) is no, what other court(s) have probation departments?

☐ 53C01 - Monroe Circuit Court Div. 1

☐ 53C04 - Monroe Circuit Court Div. 4

☐ 53C07 - Monroe Circuit Court Div. 7

☐ 53C02 - Monroe Circuit Court Div. 2

☐ 53C05 - Monroe Circuit Court Div. 5

☐ 53C08 - Monroe Circuit Court Div. 8

☐ 53C03 - Monroe Circuit Court Div. 3

☐ 53C06 - Monroe Circuit Court Div. 6

☐ 53PO1 - Monroe County Prosecutor's Office

3. Does your department request and submit to the county council a budget separate from your court? ☐ Yes ☒ No

NOTE: If the answer to question (3) above is yes, your department or court must also file a Report on Court Budget and Expenditures with the Indiana Supreme Court indicating the appropriate probation expenditures. The report can be found at: [www.in.gov/judiciary/admin/courtmgmt/forms](http://www.in.gov/judiciary/admin/courtmgmt/forms).

4. If your department is filing a separate report on Court Budget and Expenditures, please indicate here the total amount of operational expenses of your probation department last calendar year as you have reported them on that report, except for the salaries and benefits listed in question 6.

5. If your department does NOT file a separate Report on Court Budget and Expenditures, please indicate, to the best of your information, the total amount of operational expenses for your department during the previous calendar year, except the salaries and benefits reported in question 6.

6. Please list the following:

- position or title of the Chief Probation Officer and position or titles of all other probation officers, clerical personnel, and other persons employed by the probation department;
- yearly salary or wage spent on each position during the preceding calendar year regardless of whether funds come from appropriations or user fees;
- the total number of employees being compensated at this yearly salary or wage;
- salary in column 2 multiplied by the number of employees indicated in column 3; and
- whether the position is full or part time.



**NOTE:** Please list the position or title in appropriate category, not the name of employees.

(1)	(2)	(3)	(4)	(5)
Title/Position	Salary	Number of Employees	Total Salary	Full/Part Time
<input type="text"/>	<input type="text" value="\$0.00"/>	<input type="text" value="0"/>	<input type="text" value="\$0.00"/>	<input checked="" type="radio"/> Full Time <input type="radio"/> Part Time <a href="#">ADD</a>
Total of fringe benefits paid for salaried employees:			<input type="text" value="\$0.00"/>	
Total Salaries/Benefits for all employees:			<input type="text" value="\$0.00"/>	

7. What office(s) in your county collects monetary restitution?

- ☐ Probation Dept  
☐ Clerk's Office  
☐ Other (please specify)

8. Regardless of where restitution was collected, what was the total amount that was collected for your department during the 2007 calendar year?

9. What is the total number of felons, misdemeanants, and juveniles under probation supervision with your department?

Each department should conduct an actual count of persons (not cases) on probation supervision on December 31, 2007. (This total should match the supervisions pending at the end of the fourth quarter for the felony, misdemeanor, juvenile reports.)

On December 31, 2007 how many felons, misdemeanants and juveniles were under probation supervision in your probation department?

Felons   
 Misdemeanants   
 Juveniles

The probation expenditures reflected on this report should be consistent with the probation expenditures reflected on the court's report on Court Budget & Expenditures. Before submitting your report, please verify the figures reported on this form with the figures reported on the court's report on Court Budget & Expenditures.

[SAVE DRAFT](#)
[SAVE FINAL](#)
[DISCARD CHANGES](#)
[PRINT](#)
[SUBMIT](#)
 Status: Unsaved

## General Navigation Instructions

A computerized version of the Annual Operations Report is represented above. The electronic version retains the same format but each data field has been computerized so that the data can be searched and reviewed. The data fields default to \$0.00 if no expense was reported for the indicated line item.

The Division has incorporated data validation requirements into the design and construction of the system. Data validation requirements, or rules, are designed to increase the accuracy of the data being reported. The manual will refer to the rules and validations as they apply to the report. If your entries have violated a rule or

validation requirement, you will receive an error message. If you cannot reconcile your data with the error, contact the Helpdesk for assistance. Examples of such rules are a restriction against entering negative numbers or creating negative numbers, entering text into a numerical field, and attempting to submit without data in a required field.

If the probation department maintains its own budget, it must submit a Report on Budget & Expenditures on ICOR, which is discussed in a different Application Guide. However, irregardless of whether the department submits its own Budget & Expenditures Report, separate from the Courts, it must submit the Annual Operations Report, which collects some of the same information but provides other important information about the department's operations during the year.

## ENTRY SCREEN INSTRUCTIONS

### *Preparer Information*

Because the Annual Operations Report consists of only one entry screen, this guide will discuss each entry field of the report.

Reporting Year: January 1, 2007 through December 31, 2007	
Due By: January 20, 2008	
County:	(53) Monroe
Date Prepared:	11/28/2007
Prepared By:	kdmillerqa - DonnellyMiller, Kristin
Telephone No:	317-234-1873
Email:	kdmiller@courts.state.in.us
Presiding Judge:	<input type="text"/>

This section will be pre-populated based upon your user name and password. It will show your county, your user name followed by your proper name, phone number and assigned email address. The date prepared will change each time until the report has been submitted and received. Contact the Helpdesk if the information pre-populated in this section is incorrect. The Division will contact the preparer if it discovers an error and relies on the phone and email address information to be current.

Presiding Judge:	<input type="text"/>
------------------	----------------------

### ***Presiding Judge***

The preparer must enter the relevant name of the Presiding Judge for the court or chief judge of a unified court system. While the data can be saved, the report cannot be submitted without the Judge's name entered. In accord with Administrative Rule 1(C)(3), the trial judge or chief judge of a unified court system shall require the probation department under his or her control to file the Annual Operations Report. Because the Judge is ultimately responsible for the filing of the report, provide the Judge's name on the space provided. If the elected or appointed judge is temporarily not on the bench (*i.e.* lengthy illness, deployment for the armed services), but intends to return, his or her name is entered. If the elected or appointed judge has retired, resigned or otherwise has left the bench permanently, the permanent judge *pro tem*'s name is entered in this field.

Courts (Select all courts that apply):	
<div>Available Courts</div> <div> 53C01 - Monroe Circuit Court Div. 1  53C02 - Monroe Circuit Court Div. 2  53C03 - Monroe Circuit Court Div. 3  53C04 - Monroe Circuit Court Div. 4 </div>	<div>Selected Courts</div> <div> Add &gt;&gt;  &lt;&lt; Remove </div> <div>Clear Selections</div>
<div> <p><u>In order to select a court,</u></p> <ol style="list-style-type: none"> <li>1. Click on a Court from the "Available Courts" box.</li> <li>2. Click the Add link. The court should now appear under the "Selected Courts" box.</li> </ol> <p><u>In order to remove a selected court,</u></p> <ol style="list-style-type: none"> <li>1. Click on a Court from the "Selected Courts" box.</li> <li>2. Click the Remove link. The court should now disappear from the "Selected Courts" box.</li> </ol> </div>	
Chief Probation Officer: <input type="text"/>	

### ***Selecting the Relevant Courts***

On the master county screen, you chose the appropriate probation department for which you are entering data. Within the report, you will show every court for which you provide probation services, even if the services are rarely provided. If you have provided services for a court within the reporting year, select that court. If you have provided probation services for a court in the past but did not provide services in the reporting year, do not select that court. The preparer must choose the relevant court or courts for which the report is being submitted. Most counties have one probation department, but there are a few counties that have multiple probation departments. In the counties where there is more than one probation department, each department probably serves a distinct set of courts. In the "Available Courts" section, the courts for your county will appear. Contact the Helpdesk if a court is missing from the list. To add each court for

which you are reporting, click on the court to highlight it, and then click on "Add" to shift it to the "Selected Courts" box indicated below in the orange box. If you chose a court incorrectly, simply click on the court in the "Selected Courts" box and click "Remove." You can also clear all the selections by clicking on "Clear Selections" link. These instructions are also provided next to the court lists. Make sure you include all relevant courts. Each probation department must submit this report but not every court utilizes the services of probation departments. If an error occurs, contact the Helpdesk for permission to correct the error.

### ***Chief Probation Officer***

After indicating for which courts the operations report is being filed, you must enter the name of the Chief Probation Officer ("CPO") for your department. Contact the Helpdesk if you encounter difficulty in determining whose name to enter on this line. In the event the CPO has changed during the reporting year, enter the current CPO's name.

### ***Questions 1 and 2***

In the past, the report was subdivided into parts. The revised form simply lists the questions numerically. Question 1 asks whether your department is the only department in the county. The default answer on ICOR is "No," as seen in the image above. If you answer "yes," Question 2 disappears, as shown in the image below.

<p>1. Is your probation department the only probation department in your county?</p> <p>3. Does your department request and submit to the county council a budget separate from your court?</p>	<p><input checked="" type="radio"/> Yes <input type="radio"/> No</p> <p><input type="radio"/> Yes <input checked="" type="radio"/> No</p>
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If, however, your department is not the only probation department serving your county, Question 2 lists the individual courts for your county and asks that you check the boxes for the courts that have another probation department. If your county separates the probation department by juvenile, misdemeanor and felony jurisdiction, the courts may overlap. The information provided on your operations report only relates to your department though. There is no rule against having several departments, which are sometimes based on geographical location, jurisdiction, risk level, or any other determining factor. Simply because your department reports for a court does not mean that another department reports for the same court. For example, if the departments are separated based on misdemeanor and felony probationers, then Circuit, Div. 1, with both case types on its docket, will assign supervisions to both departments and both departments will check Circuit, Div. 1 on Question 2, indicating that the court has another probation department.

<p>1. Is your probation department the only probation department in your county?</p> <p>2. If the answer to question (1) is no, what other court(s) have probation departments?</p> <p><input checked="" type="checkbox"/> 53C01 - Monroe Circuit Court Div. 1    <input type="checkbox"/> 53C04 - Monroe Circuit Court Div. 4    <input type="checkbox"/> 53C07 - Monroe Circuit Court Div. 7</p> <p><input type="checkbox"/> 53C02 - Monroe Circuit Court Div. 2    <input type="checkbox"/> 53C05 - Monroe Circuit Court Div. 5    <input type="checkbox"/> 53C08 - Monroe Circuit Court Div. 8</p> <p><input type="checkbox"/> 53C03 - Monroe Circuit Court Div. 3    <input type="checkbox"/> 53C06 - Monroe Circuit Court Div. 6</p>	<p><input type="radio"/> Yes <input checked="" type="radio"/> No</p>
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<p>3. Does your department request and submit to the county council a budget separate from your court?</p> <p><b>NOTE:</b> If the answer to question (3) above is yes, your department or court must also file a Report on Court Budget and Expenditures with the Indiana Supreme Court indicating the appropriate probation expenditures. The report can be found at: <a href="http://www.in.gov/judiciary/admin/courtmgmt/forms">www.in.gov/judiciary/admin/courtmgmt/forms</a>.</p>	<p><input type="radio"/> Yes <input checked="" type="radio"/> No</p>
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### Question 3

If your probation department maintains a separate and distinct budget from that of the courts for which you provide services, you will indicate "Yes." You will indicate "yes," even if you maintain only a portion of your department's operating budget. For example, many departments maintain a budget on the user fee fund but not the general fund resource. If your department maintains the user fee fund budget, indicate "yes" in this question and move on to Question 4. Another example is if your department maintains a budget for grant monies assigned to the probation department.

Below the question, notice the **Note**, which reminds you that if you indicated “yes” in this question, you must submit your separate Report on Court Budget, & Expenditures with the Division, in accord with Administrative Rule 2, because the expenditures incurred by the department are on behalf of court ordered services. A copy of the worksheet for the additional report is located on the Division’s website, and must be filed on ICOR in the same manner as this report. Directions for entering data on the Report on Court Budget and Expenditures are provided in a similar Application Guide, available on the Division’s website.

If you do not maintain a separate budget from the courts, and the court requests and seeks approval for budgeted money to pay for the department’s expenditures, indicate “No” for this question.

4. If your department is filing a separate report on Court Budget and Expenditures, please indicate here the total amount of operational expenses of your probation department last calendar year as you have reported them on that report, except for the salaries and benefits listed in question 6.

\$0.00

#### **Question 4**

If you have answered “No” to Question 3, you will not answer Question 4. However, if your department does maintain a separate budget from the courts, enter the total operational expenditures as reported on your own Report on Court Budget & Expenditures, excepting the entries on Lines 1-18, which involve the salaried personnel and benefits. All other reported expenditures other than salaries should be added and entered in Question 4. You will then skip Question 5 and move on to Question 6. The salaries and benefits will be entered in response to Question 6. These operational expenses include office supplies, purchases and leases of equipment, hourly employees, medical and psychiatric expenses for probationers, travel expenses, *et cetera*.

5. If your department does NOT file a separate Report on Court Budget and Expenditures, please indicate, to the best of your information, the total amount of operational expenses for your department during the previous calendar year, except the salaries and benefits reported in question 6.

\$0.00

#### **Question 5**

If your department does not maintain a separate budget from the court, you must indicate, to the best of your ability, the total amount of operational expenditures your department made during the reporting year. Do not include salaries paid to employees listed in Question 6. Examples of the expenditures are indicated in the text accompanying Question 4.

You will either answer Question 4 or Question 5 but will not enter data for both questions.

6. Please list the following:

1. position or title of the Chief Probation Officer and position or titles of all other probation officers, clerical personnel, and other persons employed by the probation department;
2. yearly salary or wage spent on each position during the preceding calendar year regardless of whether funds come from appropriations or user fees;
3. the total number of employees being compensated at this yearly salary or wage;
4. salary in column 2 multiplied by the number of employees indicated in column 3; and
5. whether the position is full or part time.

**NOTE:** Please list the position or title in appropriate category, not the name of employees.

(1)	(2)	(3)	(4)	(5)
Title/Position	Salary	Number of Employees	Total Salary	Full/Part Time
<input type="text" value=""/>	<input type="text" value="\$0.00"/>	<input type="text" value="0"/>	<input type="text" value="\$0.00"/>	<input checked="" type="radio"/> Full Time <input type="radio"/> Part Time
Total of fringe benefits paid for salaried employees:			<input type="text" value="\$0.00"/>	
Total Salaries/Benefits for all employees:			<input type="text" value="\$0.00"/>	

[ADD](#)

### Question 6

Regardless of whether your department operates under its own budget or not, you will enter the data requested for Question 6. As you can see, the question asks for five categories of information for each employee or group of employees. In column 1, you will choose the title or position of the employee from the drop down menu, as shown below.

(1)
Title/Position <input type="text" value=""/> <div>             Chief Probation Officer              Other Probation Officers              Clerical Personnel              Other Personnel           </div>

In column 2 you will enter the salary relevant to the chosen employee position. In column 3, you will enter the number of employees who hold that title or position and earn the identical salary. If each employee earns a different salary, you will enter those employees separately, clicking "Add" after each entry. Only combine employees on one line if they share both the position and the salary. As indicated in the image below, each entry will be recorded distinctly.

If more than one employee earns the same salary, column 4 automatically multiplies the salary amount from column 2 by the number entered in column 3.

(1)	(2)	(3)	(4)	(5)
Title/Position	Salary	Number of Employees	Total Salary	Full/Part Time
Chief Probation Officer	\$0.00	0	\$0.00	<input type="radio"/> Full Time <input checked="" type="radio"/> Part Time <a href="#">ADD</a>

Title/Position	Salary	Number	Total Salary	FT/PT	
Chief Probation Officer	\$90000.00	1	\$90000.00	Full Time	<a href="#">REMOVE</a>
Other Probation Officer	\$70000.00	3	\$210000.00	Full Time	<a href="#">REMOVE</a>
Clerical Personnel	\$45000.00	2	\$90000.00	Full Time	<a href="#">REMOVE</a>
Chief Probation Officer	\$18000.00	1	\$18000.00	Part Time	<a href="#">REMOVE</a>

Total of fringe benefits paid for salaried employees:	\$150,000.00
Total Salaries/Benefits for all employees:	\$558,000.00

As you will see, the Total Salaries/Benefits for all employees field automatically tallies the total entries made above the line, including fringe benefits paid for salaried employees. Fringe benefits include vacation pay, PERF, FICA, medical insurance premiums paid. Not all departments pay these benefits from their own budget, but to the extent the expense was incurred, indicate on the line provided, combining all expenses of this nature for the one entry.

The question, in column 5, also seeks to determine if an employee works full time or part time. Some departments employ part time personnel and you should report them along with the full time employees.



7. What office(s) in your county collects monetary restitution?

☐ Probation Dept

☐ Clerk's Office

☐ Other (please specify)

### Question 7

Question 7 asks what office collects restitution payments for probation services provided. In addition to initial and monthly probation user fees that need to be collected, probation departments also frequently incur expenses that are subject to reimbursement by the probationers or other entities, such as insurance companies. An example is where a juvenile probationer receives medical treatment at the behest of the juvenile probation department. If that juvenile is covered by medical insurance, the probation department may seek reimbursement for the expenses and if they are paid, Question 7 shows what office or offices collects the payments. Some probation departments collect their own restitution payments, some enlist the clerk's office in their county for restitution collection and some departments use a combination of offices, including another office altogether. If you use another office, choose "Other" and specify in the text field provided.

8. Regardless of where restitution was collected, what was the total amount that was collected for your department during the 2007 calendar year?

\$0.00

### Question 8

Regardless of what office collects restitution payments for the probation department, you are to indicate for Question 8 the total restitution amount collected for the reporting year. Include all payments, regardless of which office collected them or when the expenditure was incurred. Do not include amounts that have yet to be reimbursed.

**9. What is the total number of felons, misdemeanants, and juveniles under probation supervision with your department?**

Each department should conduct an actual count of persons (not cases) on probation supervision on December 31, 2007.  
(This total should match the supervisions pending at the end of the fourth quarter for the felony, misdemeanor, juvenile reports.)

On December 31, 2007 how many felons, misdemeanants and juveniles were under probation supervision in your probation department?

Felons	<input type="text" value="0"/>
Misdemeanants	<input type="text" value="0"/>
Juveniles	<input type="text" value="0"/>

## ***Question 9***

At the end of the reporting period, you should conduct an actual count of the number of persons your department supervises on probation and enter the numbers in the fields provided. Count each person, not the case or cases associated with the probationer. Separate the felons from the misdemeanants from the juveniles. Include all those probationers who are currently being supervised and for whom you have conducted and reported a risk assessment evaluation. Do not include those probationers whose whereabouts are unknown. The number indicated on each line should correspond with the reported numbers on the fourth quarter statistics.

## ***End Notes***

On the worksheet and at the bottom of the entry screen online, you will see end notes reminding you that the entries provided for questions 4-6 should correspond with the amounts reflected on the Budget & Expenditures report, whether your department filed its own report or the court filed it as a collective document. Please verify the numbers are consistent prior to submitting the report.

## **DATA ENTRY**

**When entering the data, click “add” each time you enter data for a particular line item, to save the entries.** When entering data on line items where a text box is provided, you must enter text specifying the use of that line.

Using the “tab” key will circulate you through the columns for each data entry field from left to right. Each data entry field contains a default of “0” or “\$0.00.” By using the “tab” key to move to each field, you highlight the default entry and thus erase it by entering a different number.

The system automatically tallies the subtotals and totals as you enter and save the data. The subtotal and total boxes are surrounded by green to indicate that they are data-entry restricted. Check the totals against your totals on your worksheet to verify that you have entered the data correctly.

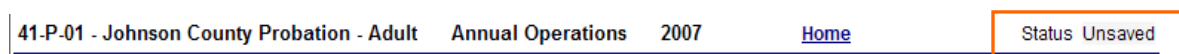
Data can be entered in any order but all must be entered in order to officially submit the report. Keep in mind that the subtotal and grand total lines will adjust as data is entered but can be verified against your worksheet only when all entries have been recorded.



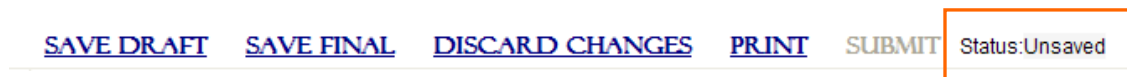
### ***Saving Entered Data***

Once you have entered data, whether you have verified its accuracy or not, you will want to save the entries for future submission. As seen in the image above, you can save entries in draft mode, in final mode or you can discard the entries made. You can also print the entries for reference against your worksheet. Prior to saving any data, the report will show "Status Unsaved" on the top and bottom of the screen, as shown in the images below.

#### **TOP of screen:**

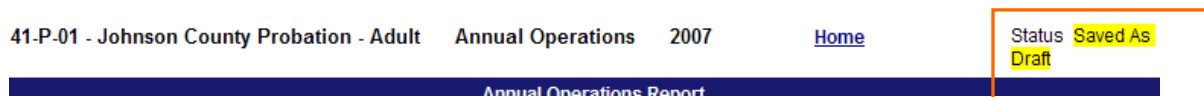


#### **BOTTOM of screen:**



After you have entered data, if you have not verified the accuracy and completeness of the entries, you may want to save in draft mode. You may also not have completed entering the data for each question on the report, but want to save what has been entered. Therefore, you will choose the command "Save Draft," which will change the status line on the top and bottom of the screen to "Status Saved as Draft," as seen in the images below.

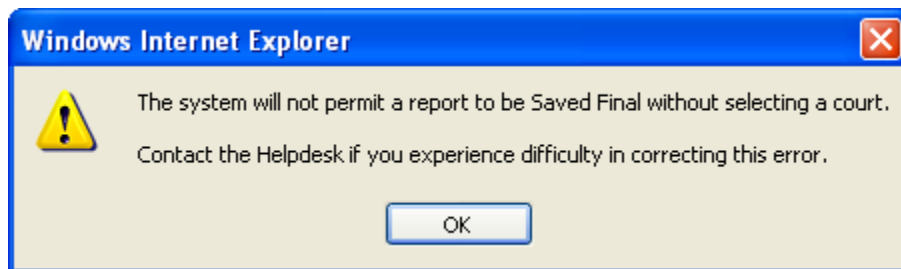
#### **TOP of screen:**



## **BOTTOM of screen:**

[SAVE DRAFT](#) [SAVE FINAL](#) [DISCARD CHANGES](#) [PRINT](#) [SUBMIT](#) Status: **Saved As Draft**

You must enter all required data, including choosing at least one court, entering the presiding judge's name and the name of the chief probation officer. Without entering this data, you will not be able to save as final. If you attempt to save as final without all the required data entered, you will receive the following types of error messages.



Presiding Judge:  \*

Courts (Select all courts that apply):

Available Courts		Selected Courts
41C01 - Johnson Circuit Court	<a href="#">Add &gt;&gt;</a> <a href="#">&lt;&lt; Remove</a>	Johnson Circuit Court
41D01 - Johnson Superior Court 1		
41D02 - Johnson Superior Court 2		
41D03 - Johnson Superior Court 3		

[Clear Selections](#)

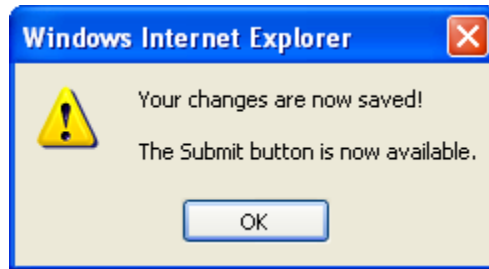
**Required to save final.**  
**Required to save final**

Chief Probation Officer:  \*

**In order to select a court:**  
1. Click on a Court from the "Available Court"  
2. Click the Add link. The court should now appear in the "Selected Courts" list.

**In order to remove a selected court:**  
1. Click on a Court from the "Selected Courts"  
2. Click the Remove link. The court should now disappear from the "Selected Courts" list.

As indicated by the highlighted boxes, there are red asterisks next to the two fields for the judge's name and the chief probation officer's name. Without the court, and the two names, the report cannot be submitted to the Division. Once you have entered all required data, verified that it is accurate and complete, you may save as final. The status will change on the top and bottom of screen as shown below, in addition to the pop up box indicating that you may submit the official report to the Division.



### **TOP of screen:**

41-P-01 - Johnson County Probation - Adult   Annual Operations   2007   [Home](#)

Status **Saved As Completed**

### **BOTTOM of screen:**

[SAVE DRAFT](#)   [SAVE FINAL](#)   [DISCARD CHANGES](#)   [PRINT](#)   [SUBMIT](#)

Status: **Saved As Completed**

If you are ready to submit the final report, click on the "Submit" function and the function will deactivate. When you sign out of the report and sign back in, you will see the following indications for the status of the report.

### **TOP of screen:**

41-P-01 - Johnson County Probation - Adult   Annual Operations   2007   [Home](#)

Status **Submitted**

### **BOTTOM of screen:**

[SAVE DRAFT](#)   [SAVE FINAL](#)

[DISCARD CHANGES](#)   [PRINT](#)

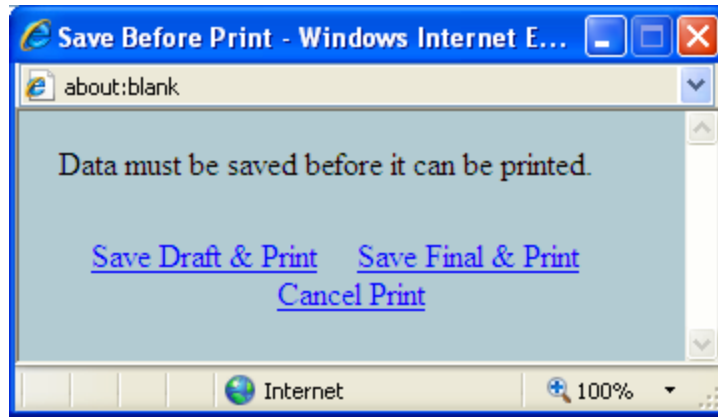
[SUBMIT](#)   Status: **Submitted**

As indicated by the boxes, the save draft, save final and submit functions are deactivated. The status lines on both the top and bottom of the report indicate that the report has been submitted. The date in the preparer information box will remain in place, indicating what date the report was submitted to the Division.

## **PRINTING**

**PRINT** = Clicking this button will display a dialog box with "Data must be saved before it can be printed" and the following three buttons:

**Saved Draft & Print:** When the user clicks this button, the entry screen will be saved, as Draft and then a report will be displayed that can be printed.



[Save Final & Print](#): When the user clicks this button, the entry screen will be saved as Final and then a report will be displayed that can be printed.

[Cancel Print](#): When the user clicks this button, the print dialog box will be canceled and the focus will return back to the entry screen.

Once you have chosen one of the two print options, the sample report will appear in a window. To send the report to the printer, click the printer icon.

## **CORRECTING ERRORS AND REPORTING DIFFICULTIES**

If you experience difficulties in submitting your report or if you discover errors in your entries after you have submitted the final version of the report, contact the Helpdesk at [JTACHelpdesk@JTAC.in.gov](mailto:JTACHelpdesk@JTAC.in.gov) or 888-ASK-JTAC. Once the report is submitted, you can no longer alter the data entered. You can seek permission to unlock the report to fix any errors discovered.